



# **LATE BHAUSAHEB HIRAY S. S. TRUST'S INSTITUTE OF COMPUTER APPLICATION**

**ISO 9001:2015 CERTIFIED**

S. No. 341, Next to New English School, Govt. Colony, Bandra (East), Mumbai 400 051.  
Tel. 91-22-2657 0986 / 892 Telefax : 91-22-2657 3181 Website : [www.hiray.edu.in](http://www.hiray.edu.in) E-mail : [director@hiray.org.in](mailto:director@hiray.org.in)

## **Management Review Committee (MRC) Meeting I/2019.**

**MEETING NO: 01**

**DATE: 12/04/2019**

### **ISO MEETING NOTICE**

This is to inform all the ISO members that there will be a meeting at our institute on Monday, 15<sup>th</sup> April, 2019 in the conference room on the ground floor. All members are requested to attend the meeting.

**Agenda for the meeting is given below:**

1. Administration Department- Shortage of space for storage.
2. Administration Department - Digitization of all the records
3. Library Dept.- Classroom inside the library
4. ISO Coordinator Dept.- Placement record
5. MCA Department – Encouraging Paper presentation / publication
6. MCA Department - Undertaking Faculty Development Program

**Dipika Parayane**  
ISO coordinator

Copy to:  
All ISO members



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## Management Review Committee (MRC) Meeting I/2019.

Date: 15/04/2019

The following were present:

1. Mr. Prasad Hiray
2. Mrs. Geetanjali Hiray
3. Mrs. Sonali Mote
4. Mr. T.R. Venkataraman
5. Ms. Avantika Mahadik
6. Ms. Monali Patil
7. Mr. Anil Parab
8. Ms. Sulbha Mandgaonkar
9. Ms. Dipika Parayane

### Summary of the minutes where action is to be taken

Department	Points Discussed	Action Plan
ISO Coordinator Dept.	It was suggested by the President that second internal audit should be conducted in the month of July every year	The second internal audit will be conducted in the month of July 2019.
Administration Dept.	Shortage of space for storage in Administration Department.	This will be taken care of, after the completion of extension work of the existing premises.
Administration Dept.	Digitization of all the records to be carried out as soon as possible for easy access.	Students should email the scanned copies of their certificates which we will save as digital record of respective students. This will be implemented from the next academic year (2019-20). Necessary training will be organized by Mrs. Sonali Mote for Admin staff.
Library Dept.	Classroom inside the library is causing disturbance.	This will be taken care of, after the completion of extension work of the existing premises.



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ISO Coordinator Dept.	Placement record should give the details of internship training and final placement separately.	We will maintain separate records for internship training and final placement separately
MCA Department	<p>Paper presentation / publication should be encouraged by the Dy Director so that more faculties are involved for the development of their own career and reputation of the college.</p> <p>Faculty Development Program should be undertaken by the teaching staff and the Dy Director should make them aware of such activities.</p>	<p>This point will be included in the Performance Appraisal Form for Faculty and due recognition will be given for the same.</p> <p>The Principal should encourage his faculty members to take active part in such activities along with the faculties of other colleges.</p> <p>We can organize such training programs on behalf of University / AICTE at our college premises.</p>

**Dipika Parayane**  
ISO Coordinator

**Prasad Hiray**  
President